ElectioNet™		Covansys FROM THE INSIDE OUT℠
Statewide Voter Registration System		

State of New Jersey Statewide Voter Registration System

High Level Project Guide

May 13, 2005

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1. Introduction

1.1 Audience

This document is primarily intended to provide county officials with an overview of the project management processes that are being used on the Statewide Voter Registration System (SVRS) project. This document describes the key elements and activities of the SVRS project plan that are minimal requirements for successful implementation on the new SVRS.

1.2 Background

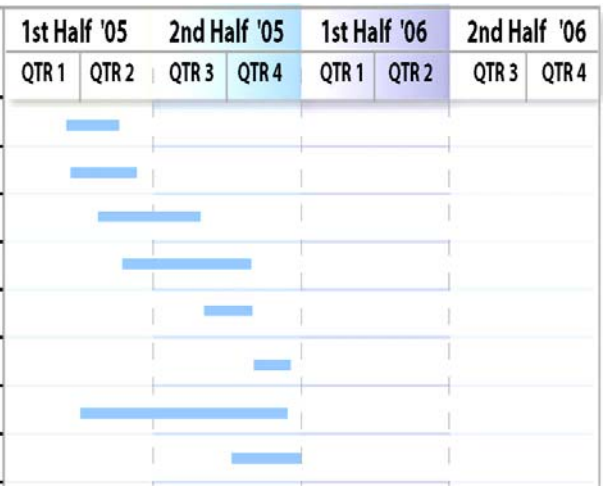
Efforts are underway to implement and install Electio*Net*, a system that provides a web-based centralized voter registration capability, throughout the 21 counties of New Jersey.

The Electio*Net* system will be locally administered by each county. Consequently, the hardware, software, data conversion, and training needs are unique and specific to each county. This document describes not only the work to be done in general in order for the project to be successful, but also addresses the particular project tasks where county level involvement is a critical success factor.

1.2.1 Approach and Time-Line

Breaking a complex and time-constrained project into logical and manageable "chunks" of work helps reduce the overall risk of the project not being implemented successfully. Another risk management strategy is to use selected counties to "fast forward" through the implementation process. This pilot implementation approach allows for real-time process improvements and issue resolutions of the implementation process itself and makes for smoother overall implementations. The SVRS project activities are categorized into phases as shown below. The following diagram also provides a timeline context for the project. It summarizes the project phases and provides a date range for the start and completion of each phase. The following diagram shows that while there is some overlap of activities among phases, Phase 7 activities cut across all the phases.

ID	TASK NAME	START	FINISH
1	**Phase 1** - Project Initiation Phase	03/01/05	04/08/05
2	**Phase 2** - Business Needs Assessment and Gap Analysis	03/09/05	05/11/05
3	**Phase 3** - Design and Implementation Planning	04/11/05	08/09/05
4	**Phase 4** - Software Modification and Testing	05/09/05	10/19/05
5	**Phase 5** - Pilot Implementation	08/18/05	11/07/05
6	**Phase 6** - Staged Rollout and Deployment Remaining Sites	11/08/05	12/14/05
7	**Phase 7** - Conversion and Interfaces	03/14/05	12/13/05
8	**Phase 8** - Project Close-out and Transition to Maintenance and Support	10/11/05	12/29/05



A more detailed State level project plan is shown in **Appendix A** and will be referenced throughout this document.

1.3 Project Teams

The SVRS Project is being implemented under the auspices of the Office of the New Jersey Attorney General. **Appendix B** provides a description of the various project teams responsible for planning, managing and coordinating the design, build and implementation of the SVRS. The success of this

project hinges on the tight integration of the collaborative effort among the New Jersey County Officials, OAG/DoE, and the Covansys team.

2. Project Plan Description

2.1 Phase 1: Project Initiation Phase

This phase involved validating the project scope, solidifying the project plan an encouraging collaboration among the state, county and affected agencies.

ID	Task Name	Start	Finish
2	**Phase 1 - Project Initiation Phase**	**Tue 3/1/05**	**Fri 4/15/05**
3	**P1a - Detailed Project Plan**	**Tue 3/1/05**	**Mon 3/14/05**
9	**P1b - Organizational Change Management Plan (OCMP)**	**Mon 3/28/05**	**Fri 4/15/05**
15	**P1c - Project Kickoff Meeting**	**Mon 3/7/05**	**Fri 3/11/05**
22	**P1d - Statement of Work (SOW)**	**Tue 3/15/05**	**Fri 4/8/05**
36	**P1e-State User Demonstration**	**Thu 3/10/05**	**Fri 3/18/05**

During this phase the following tasks were completed:

- ☑ **Initial Project planning resulting in a detailed and approved Project Plan:** the detailed project plan serves as the roadmap for the project; it ensures that the project remains on schedule and that the SVRS system meets the expectations of OAG/DoE.
- ☑ **Project Kickoff Meeting:** involved communicating the project objectives, schedules, associated risks, team roles and responsibilities.
- ☑ **Sign-off on the Statement of Work (SOW):** the SOW ensures common understanding and agreement on the planning and management of HAVA scope, schedule, cost, quality, and risk.
- ☑ **Demonstration of the Application:** to the state and county officials in two consecutive sessions for 4 hours each day.
- ☑ **Change Management planning:** involved discussions to formulate a change management strategy that involves activities and communications that minimizes or reduces resistance to the change so that the end-user community, the election officials and administrators effectively and efficiently implement the new SVRS.

2.2 Phase 2: Business Needs Assessment / Gap Analysis

The purpose of this phase is to understand the application, hardware, software and data conversion requirements.

ID	Task Name	Start	Finish
42	**Phase 2 - Business Needs Assessment / Gap Analysis**	**Wed 3/9/05**	**Wed 5/11/05**
43	**P2a - Gap Analysis**	**Wed 3/9/05**	**Mon 4/25/05**
54	**P2b - Functional Requirements Specification Document (FRSD)**	**Thu 4/7/05**	**Mon 5/2/05**
62	**P2c - Requirements Traceability Matrix(RTM) Baseline**	**Thu 4/7/05**	**Wed 5/11/05**
69	**P2d - Organizational Change Management Initialization**	**Mon 4/11/05**	**Fri 5/6/05**
82	**P2e - County Site Surveys**	**Tue 3/15/05**	**Tue 5/10/05**

The following tasks have been completed in this phase:

- ☑ **Joint Application Development (JAD) Sessions** involved the county and state officials going over the existing functionality within each module of Electio*Net* application to identify the modifications and new functionality that is needed. The gaps are being captured in a **Gap Analysis** document.
- ☑ **Change Management Initialization:** involved finalization of the Communication Plan
- ☑ **Visits to the Counties by Covansys' Application Technology Support (ATS) team** has completed the first round of visits to establish an "in-person" contact with the technical leads

for each county office to gain understanding of the "As-Is" Network Architecture and to lay out a floor plan for the "To-Be" physical network.

The Following Tasks Remain in Phases 2:

- **Capturing the Functionality Gaps in a Gap Analysis Document:**
  This document will capture the gaps (changes and incremental functionality) in the application noted during the JAD sessions.

County & State Officials Input

  - **Tracking & Resolution of Parking Lot Issues identified during the JAD Sessions:** The county and state officials are revisiting the parking lot issue to gain consensus to specify the requirements for the application.

- **Finalizing the Functional Requirements Specification Document (FRSD):**
  The FRSD will document the features and behavior of the target customized application including the changes and incremental functionality agreed upon during the gap analysis.

- **Updating the Requirements Traceability Matrix (RTM) Baseline:**
  A document that provides a complete detailed listing of all requirements and how they map to the application level requirements specified in the Request For Quotation (RFQ).

Counties host Site Visits

- **County Site Visits:** the following teams are visiting county location to assist with SVRS activities and assess needs:
  - **Data Conversion team:** to assist in extraction of data
  - **Application Technology Support (ATS) team:** for Hardware and Software Deployment and Installation
  - **Change Management Team:** assess training needs, analyze process changes and their impact, and any other concerns

State Officials Approval

One of the key accomplishments of this Phase will be to get SVRS Core team's approval on the **Functional Requirements Specification Document** (FRSD):

2.3 Phase 3: Design and Implementation Planning

During this phase the joint understanding of the requirements will be translated into a detailed design for the SVR system. Further, throughout this phase roll-out plans to implement the new system will be developed concurrently.

ID	Task Name	Start	Finish
88	**Phase 3 - Design and Implementation Planning**	**Tue 5/3/05**	**Fri 8/19/05**
89	**P3a - Technical Architecture Design Document (TADD)**	**Tue 5/3/05**	**Mon 6/20/05**
99	**P3b - Hardware and Software Deployment and Installation Plan**	**Tue 6/21/05**	**Thu 7/14/05**
109	**P3c - Data Modeling and Database Design**	**Tue 5/3/05**	**Wed 5/25/05**
116	**P3d - Training and Post Implementation Support Plan**	**Thu 5/12/05**	**Fri 6/24/05**
127	**P3e - Organization Change Management Pre-Implementation**	**Fri 5/6/05**	**Fri 8/19/05**

2.3.1 Technical Architecture Design Document (TADD)

State Officials Approval

This document will describe the application in terms of how the data flows through it and the network architecture required to support it.

2.3.2 Hardware and Software Deployment and Installation Plan

Counties host Site Visits and Surveys

Appendix C shows a High-Level Hardware and Installation Diagram. Covansys' Hardware / Software Operations team has completed the first round of visits to all the 21 counties. These visits in most cases were preceded with "Pre Site Survey" sent to all contacts in each county via e-mail with a request to complete and e-mail or fax back. A more detailed Survey (see **Appendix D**) was conducted when the Covansys team was actually on location. These surveys were intended to establish "in-person" contact with the technical leads for each county office to gain understanding of the "As-Is" Network Architecture and to lay out a floor plan (see **Appendix E**) for the "To-Be" physical network.

The plan for implementation includes the following:

2.3.2.1 Planning Phase

- Site Surveys to uncover site unknowns and potential bottlenecks
- Define build requirements working with State IT Staff
- Start procurement process
- Identify site and host configurations

2.3.2.2 Production Racking Phase

- Receipt of production / UAT equipment
- Validation of specifications
- Physical configuration of components
- Certification that equipment is ready for base Install and Environment

2.3.2.3 Network Components Phase

- Working with IT Staff to determine IP requirements
- Define IP standards for sites and test connectivity to core sites
- Define Firewall rules for host site and remote site users
- Configure load balancers to work within production environment
- Test access from remote sites and document configurations

2.3.2.4 Environment Build Phase

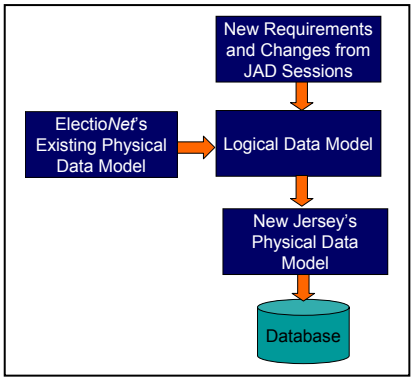
- Install and configure base operating system
- Test core fail-over and cluster components
- Installation and configuration of COTS application wares
- Deployment of Electio*Net* and customizations
- Development of custom build documentation

2.3.2.5 Backup Configuration Phase

- Installation and configuration of backup solution software
- Define loader and rotation schedules
- Creation of backup jobs and testing
- Implement a base configuration image/backup
- Test configuration ability to backup and restore system and data
- Development of Application level disaster recovery plan

2.3.2.6 Hardware / Software Roll Out Phase

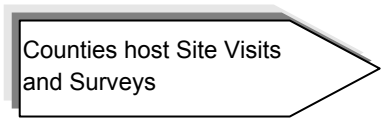
- Working with IT staff define roll out requirements for remote site users
- Schedule sites for implementation
- Test application connectivity



2.3.3 Data Modeling and Database Design

A Data Model is a visual representation of all the tables where data will be stored and how these tables interrelate with each other. Covansys' Data Conversion team will develop New Jersey's Data Model. Electio*Net*'s existing data model will be enhanced to incorporate all the State's specified requirements, features and changes: including those discussed during JAD sessions. The Physical Data model will describe the actual database that will be implemented. An Entity Relationship Diagram (ERD), which is a pictorial representation of a data model, will be included in the final Database Design document.

2.3.4 Training and Post Implementation Support Plan



Covansys' Change Management Team will visit county locations to assess their training needs. Detailed training plans will be developed with schedules synchronized with the project's implementation schedule. The training courses will be designed with the intention of building a supportive learning environment so that every system user is well-trained, self-reliant and prepared to employ all relevant Electio*Net* features. The Electio*Net* training plan will be mapped to the project's rollout schedule to ensure that training is also received ***when*** it is needed.

2.3.5 Change Management Pre-Implementation

The Change Management team met with the County officials on April 8 to iron out a Communications Plan and a Change Integration Plan. One clear and resounding message that reverberated throughout that meeting was that the county officials need to be duly informed about all HAVA / SVRS related initiatives. And this document is part of the effort to respond to the need of expanding awareness through information sharing.

2.4 Phase 4: Software Modification and Testing

During this phase ElectioNet's modules will be customized to meet NJ's requirements specified in the FRSD. In addition, various tests will be performed to ensure that the behavior of the SVRS is efficient and compliant with all specified requirements.

ID	Task Name	Start	Finish
142	**Phase 4 - Software Modification and Testing**	**Mon 5/9/05**	**Tue 10/25/05**
143	**P4a - Application Configuration/ Development**	**Mon 5/23/05**	**Wed 8/17/05**
155	**P4b - User Acceptance Test Plan (Application with Conversion Data)**	**Mon 5/9/05**	**Fri 6/10/05**
165	**P4c - Pilot Implementation and Support Plan**	**Fri 7/15/05**	**Thu 8/18/05**
171	**P4d - Training Materials and Documentation**	**Wed 7/20/05**	**Tue 8/30/05**
177	**P4e - Application Manuals and Supporting documentation**	**Fri 8/12/05**	**Fri 10/14/05**
184	**P4f - User Acceptance Testing**	**Thu 8/11/05**	**Mon 9/26/05**
194	**P4g- Establish Managed Server Sites**	**Tue 6/21/05**	**Tue 8/30/05**
209	**P4h - Organizational Change Management Implementation**	**Mon 8/22/05**	**Tue 10/25/05**

2.4.1 Application Configuration / Development

The preparation of design specifications will focus on the gaps identified and the incremental development that must be done to the base application in order to meet all of OAG/DoE's requirements. These design specification deliverables will include Functional Requirements Specification Document (FRSD), Module Design Specifications, Database Model, Interface Design Specifications and recommendations for hardware and software to support the target solution.

The existing system modules of the Electio*Net* application will go through a rigorous review, identifying which functionality meets OAG/DoE's requirements, and which functionality is considered a GAP and must be developed or modified. Focus group users will require training on how to comprehend the FRSD, including the application of State standards. This training will be conducted using a small subset of the base functionality.

County & State Officials Input

Recommendations for hardware, software and operating systems and the design specifications related to them will be created. The Interface Design Specifications will be developed in close consultation and partnership with external stakeholders identified by OAG/DoE's project team.

2.4.1.1 Internal Testing

The purpose of testing is to validate that the business rules and technical requirements identified for the application have been satisfied. It will also cover structural requirements such as performance, stress, security, and formal usability testing.

During Phase 4, the Covansys team will conduct a variety of tests including:

- **Developer Testing**
- **Unit Testing**
- **System Testing**
  - Load / Stress Testing
  - System Security Testing
  - Integration Testing
    - Data Migration / Conversion Testing
    - Data Transfer (Interface) Testing

Testing will ensure that:

- the proposed application meets the main functionality requirements stated within the FRD that were reviewed and approved by the client, covering both success and failure conditions
- modules corresponds to the specification
- interfaces have been tested and are supported
- infrastructure as implemented for the test environment will support the normal functioning of the system
- application performs adequately under normal and stress load conditions
- the ability of the overall architecture to support the required functionalities
- any exceptions are handled correctly
- data brought into the system from data conversion is accurate, accessible, and that update transactions that are sent to the database are processed correctly

The detail description of the following tests is in **Appendix F.**

2.4.2 Pilot Implementation and Support Plan

The **Pilot Implementation & Support Plan** defines the activities necessary for a successful pilot implementation of the system. The plan will detail the procedures and processes that will be used to implementation of the pilot sites and includes such items as:

- Identifying the pilot locations and timing of pilot implementation.
- Defining the hardware software and environment requirement necessary to execute the pilot test and evaluate test results.
- Defining the pilot training schedule including the participants.
- Defining the support procedures, including the mechanism to use gather feedback from the pilot locations.
- Defining the support structure during the pilot period, including any monitoring activities.

Finalize Pilot Implementation Plans

Covansys will work with the OAG/DoE's office to create a comprehensive "check-list" for the pilot implementation that will include "go/no-go" decision points.

2.4.3 Training Materials and Documentation

All of the training classes will be taught using module-specific training materials. All copies of these materials will be provided to required personnel. Additionally, soft copies of these materials will be included in a reference library that is used by the entire project team to store data for future use by the State. The following information is provided as a brief description of each of the user manuals that will be delivered in the Reference Library with Electio*Net*.

Voter Registration User Documents	
Voter Registration User Manuals	User manuals will be provided for each Voter Registration module. These manuals will be developed from the Detailed System Specification and will provide descriptions of the functional capabilities of each subsystem, including details on the proper use and operation of transactions, inquiries, and reporting facilities.
Voter Registration Workstation Operators Guide	This document will serve as a quick reference manual describing how to use the Electio*Net* System. It will provide examples and illustrations of screen and report formats. It will describe the general use of codes, data element definitions, on-screen help, windows, menus, etc.
Voter Registration Code Manual	This document will describe the Voter Registration codes to be loaded prior to system installation and maintained on an ongoing basis. It will identify each system and application level code with its type, subsystem and definition.

The Electio*Net* System Administration manuals were designed to assist and orient administrators and managers with systems operations tasks of the Electio*Net* system, as well as technical specifications.

Covansys will provide each location, and each member of the State's Project Team with a hard copy set of instructions on how to call the help desk for support, how to record a problem in the online tracking database and how to use all the support resources available. In addition to the hard copy set

of instructions, this information may also be accessed in the Election*Net* online help facility that is searchable under the Support topic.

2.4.3.1 Application Manuals and supporting documentation

Election*Net* system processes are well documented in user manuals and online help functions including complete technical, database, application, and end user documentation. The documentation is written in sufficient detail that an untrained user would typically take about a day to become familiar with the system. **Appendix G** lists the supporting documentation.

2.4.4 User Acceptance Testing

During user acceptance testing, a record of all test logs, summaries, and status reports is kept and shared with the project team to guide problem identification and resolution. Identified security, performance, and training issues are addressed, and major defects are fixed and closed, this will be handled through the Election*Net* Internet-based, automated issue tracking system.

A separate database and testing environment will be set up to provide an isolated environment in which to perform UAT. This isolation is critical because the UAT data is repeatedly loaded and unloaded, which would adversely affect other tests in the same environment. In addition, a testing environment is required that is not subject to the instabilities of unit and system testing.

Testing will be complete when:

- All test scripts have been run successfully
- All documented major defects are fixed and closed
- All documented business needs have been tested and approved by the business
- User Manual is validated
- Training manual is drafted
- Deferred defects have been through a review and prioritization process

A test report will be created that follows the project test plan and the OAG/DoE's policy for testing. The test report will include, at a minimum, the following:

- Description of test environment
- Proof that system performs all business processes at the locations and state level
- Evidence of satisfactory security capabilities
- Evidence of satisfactory network capacity
- Evidence of satisfactory interface capabilities with other databases
- Expected and actual results
- Draft training materials
- User issue log
- Tester ID

Test and accept the customized application based on the users' acceptance criteria.

A signature is required from a location and OAG/DoE user confirming that the test was conducted as specified in the test plan and that the functional and technical requirements have been met for this test.

2.5 Phase 5: Pilot Implementation

During this phase the SVR system will be deployed in the early implementing counties (**pilot counties**) to prove / improve the implementation process.

ID	Task Name	Start	Finish
218	**Phase 5 - Pilot Implementation**	**Thu 8/18/05**	**Mon 11/7/05**
219	**P5a - Pilot Selection and Training**	**Thu 8/18/05**	**Fri 9/16/05**
227	**P5b - Pilot Installation and Support**	**Wed 8/31/05**	**Mon 11/7/05**

2.5.1 Pilot Selection and Training

During this phase, the Covansys team will support the rollout of the production pilot of the application to the offices within the following counties:

- **Essex**
- **Gloucester**
- **Mercer**
- **Middlesex**
- **Ocean**
- **Union**

Host training for pilot users

To begin the process, Covansys will provide the necessary documentation and training to the target sites.

2.5.2 Pilot Installation and Support

Host install of hardware and software

Validate and correct errors in the converted data

Review/Submit/Obtain Signoff of Pilot Site Results

Covansys will prepare a detailed Pilot Implementation and Ongoing Support Plan. Verify the production environment's readiness and HW/SW for each pilot county. Complete extraction, transformation and loading of Pilot Counties' Data to SVRS based on county-specific business rules to ensure consistent transformations across all counties. The project teams will monitor the production pilot, ensure support for pilot users, document any issues, and perform an analysis of the pilot implementation.

Upon approval from the County Officials, OAG / DoE, recommendations from the pilot deployment and analysis will be implemented, tested and rolled-out in the full production implementation in Phase 6.

2.6 Phase 6: Rollout and Deployment – All Locations

Upon successful completion, analysis, acceptance and approval of the SVR system in the pilot counties, the SVRS will be implemented in the remaining counties.

ID	Task Name	Start	Finish
237	**Phase 6 - Staged Rollout and Deployment - Remaining Sites**	**Tue 11/8/05**	**Mon 12/19/05**
238	**P6a - Training and Assessment Survey for Full Production**	**Tue 11/8/05**	**Mon 12/19/05**
242	**P6b - Full Deployment and Production Implementation Tracking**	**Tue 11/8/05**	**Mon 12/19/05**

2.6.1 Training and Assessment Survey for Full Production

Host training for users

During this phase, Covansys will roll out the system to the remaining locations. Covansys will begin by providing documentation and training to the State's end users the week prior to going live on the new system.

2.6.2 Full Deployment and Production Implementation Tracking

Host install of hardware and software

Validate and correct errors in the converted data

The recommended approach for final deployment is implementation of the remaining locations in four groups of counties. In this proposed strategy, all locations within a group will go live on the Electio*Net* system on a Monday morning. A final cut of data from the legacy system will be made after users have processed Wednesday's activity. This final cut of data will then be converted over the weekend and integrated into the full functioning SVRS. On Monday, all locations will have access to the production system, along with the converted data specific to their location.

The Covansys project manager, along with the primary business analyst and technical analyst, will be on-site during the implementations to address any issues and to augment the dedicated trainers in providing user support. All issues will be tracked and distributed at daily meetings for review by the implementation team. The issues may or may not be software related, but a log will be maintained for the life of the implementation and used to provide metrics on the status of the implementation effort.

Covansys' deployment solution provides 24-hour access to the implementation progress through the Electio*Net* Internet-based, automated issue tracking system. This web-based tracking system will be used to monitor and report issues that arise during the implementation process. The system will highlight work stoppage issues and track technical support staff activities and resolutions. The system enables the user to assign priority and severity to an issue. The system provides a confirmation of the logged issue and will result in a direct contact from the Electio*Net* staff. The submitter may at any time escalate the priority and severity of any issue.

When an issue is identified, a technical staff member will be made aware of the issue. The user will be able to track online the progress of resolution for a specified issue. The system will also keep track of when the technician began work on the issue. When the issue is resolved, the submitter will receive a notice and follow-up from a support staff member. The submitter will also be able to view online steps taken for resolution of the issue. The issue will be closed when the user has determined that it has been resolved. The reports of the issues logged and the resolution status will be available online throughout the implementation cycle. The progress reports on the quantity and severity of the issues will be summarized and reported online for OAG/DoE's Project Manager and Project Steering Committee to print.

Review/Submit/Obtain Signoff on full implementation results

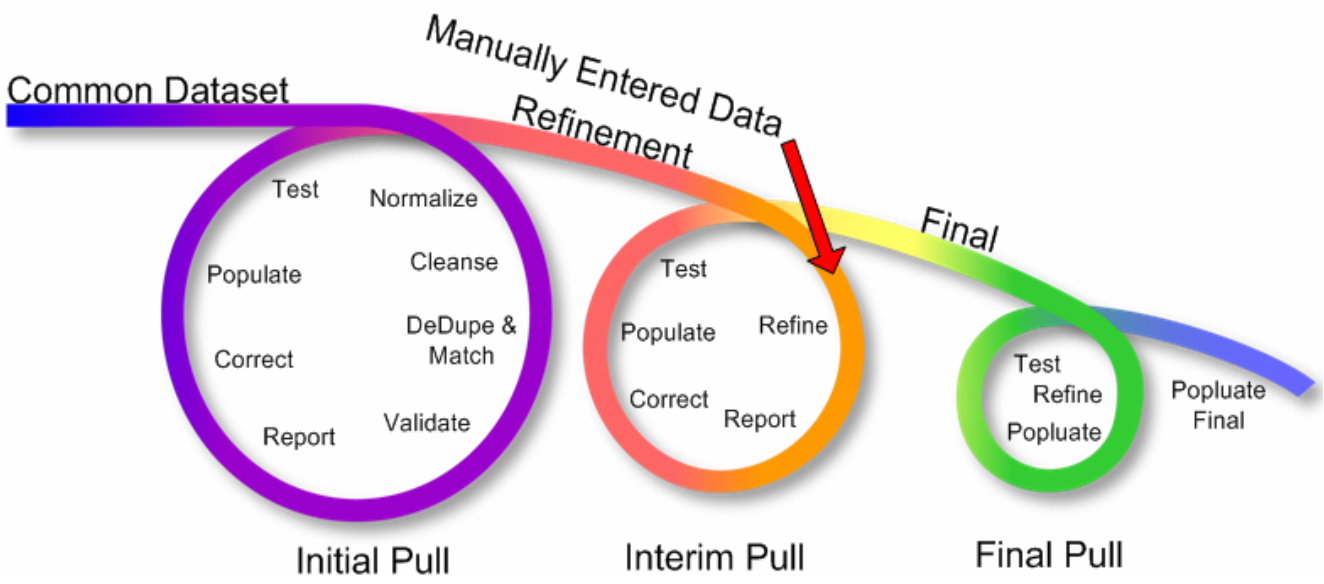
2.7 Phase 7: Conversion and Interface

While there is some overlap of activities among phases, ***Phase 7 activities cut across all the phases.*** During this phase counties' data will be integrated into the SVR system. In addition, this phase encompasses planning and developing the external interfaces needed for sharing of information between various agencies and the SVRS.

ID	Task Name	Start	Finish
253	**Phase 7 - Conversion and Interface**	**Mon 3/14/05**	**Mon 12/19/05**
254	**P7a - Data Conversion**	**Mon 3/14/05**	**Mon 12/19/05**
289	**P7b - Interface**	**Tue 3/15/05**	**Tue 10/4/05**

2.7.1 Data Conversion

The data conversion effort is logically segregated into 3 distinct cycles each of which requires successful completion of the preceding cycle.



- **Cycle 1**- *March 2005 thru July 2005* – Initial Data Collection, analysis, format identification and first local election staff data cleanse session
- **Cycle 2**- *June 2005 thru September 2005* – Interim Data Pull, Data Validation, Enhancements and second local election staff data cleanse session.
- **Cycle 3**- *October 2005 thru December 2005* – Final Data Pull

2.7.1.1 Cycle 1 – Source Capture & Initial Analysis

The first cycle is focused on data analysis and business rules identification. In Cycle 1, data will be collected from each county in its native format ("as-is") to allow conversion staff to identify commonalities and anomalies. Objectives of the Cycle 1 effort may be characterized as the following:

- Analyze the data,
- Generate and validate a base conversion rule set
- Customize and refine conversion procedures/procedures
- Customize the Aradyme Conversion Engine to accommodate rule sets

Analyze the data

County data will be manually reviewed for format variances in the various fields; commonly referred to as "Content Analysis" this initial process will provide the first look at the data and will frame the base for subsequent rule, script and process development. The Data Conversion Strategy (DCS) will be updated to accommodate the below listed tasks related the initial product of standards and mapping source to target;

- Develop Data Dictionary and Standards for each data source
- Develop Detailed Mapping from each data source to State Standard
- Develop Detailed Mapping from State Standard to ElectioNet Database

Base Conversion Rule Set

Upon validation as per New Jersey rules, analysis will lead to rule sets and specifications that will result in a data cleanse process for the source information collected from each county system. *Exception reports will be created and sent to local election officials describing suspect data.*

Validate and correct errors in the converted data

In order to ensure compliance to conversion standards, it is imperative that local election officials review suspect data reports & take the necessary corrective cleanse action. During the entire Conversion Cycle, local election staff is encouraged to review the data exception reports and provide feedback to the Conversion Team. And as well, during the remainder of the conversion cycles and in accord with the project schedule, local election staff is requested to address data exceptions as soon as possible in their respective legacy systems so that an appropriate rule set might be developed thus negating additional "pulls" of data from the respective counties.

Customize and refine conversion procedures / processes

Upon completion of the Cycle 1 initial data validation process, source data will be transformed or repurposed to meet the requirements of the technical aspect of ElectioNet via use of the repurpose component of the Aradyme Conversion Engine. Conversion procedures and processes will be amended per feedback of local election staff during the initial exception and suspect data process. Additional rule sets and specifications will be developed and put into force to enhance the quality of data.

Customize the Aradyme Conversion Engine to accommodate rule sets

At sign-off of the Functional Requirements Document (FRD), a new data model will be generated and thus Electio*Net* database design will be completed and the most current version of the database installed for conversion use.

Aradyme will accomplish loading data into this new database using scripts customized and modified to accommodate the business rules of the SVRS project. This process will result in the initial data exception event with results of the aforementioned being reported to the respective county.

Transition from Cycle 1

Local county staff will address data cleansing tasks necessary to ensure a quality conversion to the SVRS database

The SVRS project data conversion team will work closely with the Local Election Official data contacts to ensure data cleansing operations are accomplished by local staff in their respective legacy system so that most of the generic exception fixes are accomplished in cycle 1.

From a high view, the following tasks will be accomplished in Cycle 1:

- Data mapping county' data, field by field / column by column to the corresponding columns of the ElectioNet database.
- Additional Customization of Aradyme Conversion Engine as required by the data mapping for each county.
- Creation of 'test' exception reports for the data loaded into the database and review with the project team on its 'look and feel', contents, thus enabling us to move on to cycle 2.
- Creation of scripts to test the data against various business rules that are part of the ElectioNet application.
- Creation of central database as per the existing ElectioNet system's database schema and suitably modifying the schema and relationships based on new physical data models as a result of the SVRS project's FRD.
- Detailed analysis of sample images as related to quality and identification of any images missing data.
- Address libraries/street files will be created for those counties who do not have one. Necessary logic to build the street files from the Voter registration data of the counties will be developed and got approved during the early part of cycle 2. The municipality, ward, district areas will be mapped to the street files.

2.7.1.2 Cycle 2 – Improve Data and Test Cycle

The second cycle is the "Improve Data and Test cycle", where lessons learned from cycle 1 are applied and the conversion engine has been modified per county thresholds.

While the process is somewhat repetitive, all rule sets, specifications and processes will be validated against a second pull of data accomplished via now established extraction and submission methods.

Activities for Cycle 2 are as follows:

- The Aradyme Conversion Engine and Electio*Net* provide various standard output reports that provide "before" and "after" conversion statistics.
- A Detailed test plan will be developed based on various conditions for testing the converted data.
- Additional queries will be developed to suit State of New Jersey requirements that may include additional types of QA statistical output.
- Upon conversion of the address libraries to a single format of the target database, all the county address libraries will be consolidated into a single library that resides in the Electio*Net*'s central database.
- Batch processes are run against USPS data for zip code validation and address validation.
- Voter municipality, ward, district and lookup tables are automatically updated.
- The conversion reports per each county are produced. These reports identify each record by cleanliness degree.
- From a QA view, the objective is to process multiple iterations of the engine and thus ensure that the library has the highest possible cleanliness. Upon process end, problem records are printed for each county and manual efforts are used to verify and correct.
- Once a clean address library is available, automated scripts will be written to build street files, assign municipality, ward and district area to each voter. Finally, street file reports are created and will be sent to the respective counties for their approval
- In addition to the address libraries, all other data belonging to various modules of Electio*Net* from each county will be loaded into the central database.

Conversion of Images

Aradyme will convert and index the current images into 'TIFF' format. These TIFF images will have an index that would be associated with the unique voter id at the county. The index will consist of name, date of birth and SSN.

Signature clip images are stored within the Electio*Net* database with Card Images are stored in a standard directory. Existing image loading scripts will be modified to reflect the SVRS environment to affect the loads of these converted images into the Electio*Net* UAT and Production databases.

2.7.1.3 Cycle 3 – Final Pull of Source Local Election Data

The Project team will create a staging database with the transformed and cleansed data that have been validated in cycle 2 and provide data reports in the prescribed formats that will be submitted to the OAG and counties for final conversion testing and validation.

2.7.2 County Data Conversion Work Plan

Data conversion implementation planning of New Jersey counties will be accomplished through broadly following the Conversion Tasks Schedule & Work Plan (see **Appendix H)**.

2.7.3 Interfaces

An Interface is a software program that allows two separate computer systems to connect and automatically communicate based on agreed upon standards. **Electio*Net*'s External Interface Server (EIS) and Processes will support the secure sharing of information between Direct Impact Agencies listed below and the SVRS:**

2.7.3.1 Direct Impact Agencies (DIAs)

Motor Vehicle Commission (MVC)

ElectioNet's external MVC interface supports daily MVC extracts that contain driver's name, license number, address, date of birth, optional fields: (if available in MVC) SSN, voter gender, etc. The MVC interface will support online and batch queries to the MVC to provide SVRS with reasons for possible disqualification of potential voters.

Department of Health and Senior Services (DHSS)

Interfacing with the DHSS (Vital Records/Death File) eliminates (automatically) any voters that are identified as deceased (in-state). ElectioNet will run a match between vital records extract (provided by HSS) and voter registration database. Exact matches will be flagged for purge/delete.

Department Corrections (DOC) & Administrative Office of Courts (AOC)

Interfacing with the DOC and AOC database is to suspend (automatically) a citizen's voting rights if he or she is identified as a felon or on probation or parole. ElectioNet will run a match between vital records extract and voter registration database to flag exact matches for suspension.

2.7.3.2 Direct Impact Agencies (DIAs) Interface Tasks and Schedule

Appendix I shows the tasks and time-line dates (start/end) associated with DIA Interface processes that lead to implementation. Dates and Tasks will be updated as the project unfolds.

2.8 Phase 8: Project Close-Out and Transition to Maintenance and Support

This phase will mainly involve closing-out of unresolved issues, establishing of ongoing maintenance agreements and updating the system documentation.

ID	Task Name	Start	Finish
301	**Phase 8 - Project Close-out and Transition to Maintenance and Support**	**Mon 10/10/05**	**Fri 12/29/06**
302	**P8w - Warranty Support**	**Mon 10/10/05**	**Fri 12/29/06**
304	**P8a - Organizational Change Management Post-Implementation**	**Wed 10/26/05**	**Tue 12/27/05**
308	**P8b - Final System and Technical Documentation**	**Tue 12/20/05**	**Wed 1/25/06**
316	**P8c - Final User Manuals**	**Tue 11/8/05**	**Tue 12/13/05**
322	**P8d - Project Wrap-up**	**Thu 1/26/06**	**Wed 2/1/06**

2.8.1 Warranty Support

Warranty Support will be provided when the first site goes 'live' and will continue for a period of one complete election cycle.

-Implementation issue resolution
-Participation of local staff in knowledge transfer related activities

2.8.2 Organizational Change Management

The Change Management team will work with local county officials to close-out any unresolved implementation issues. Further, Change Management Team will facilitate knowledge transfer related activities.

2.8.3 Final System and Technical Documentation

Once implementation activities are complete, the Covansys team will begin updating the system documentation to incorporate the feedback received during both Pilot implementation and full implementation. **Appendix G** provides a list of documents that will be included among the final set of documentation.

2.8.4 Final User Manuals

Appendix G

2.8.5 Final System & Technical Documentation

Appendix G

2.8.6 Project Wrap-up

County & State Officials Acceptance and Approval

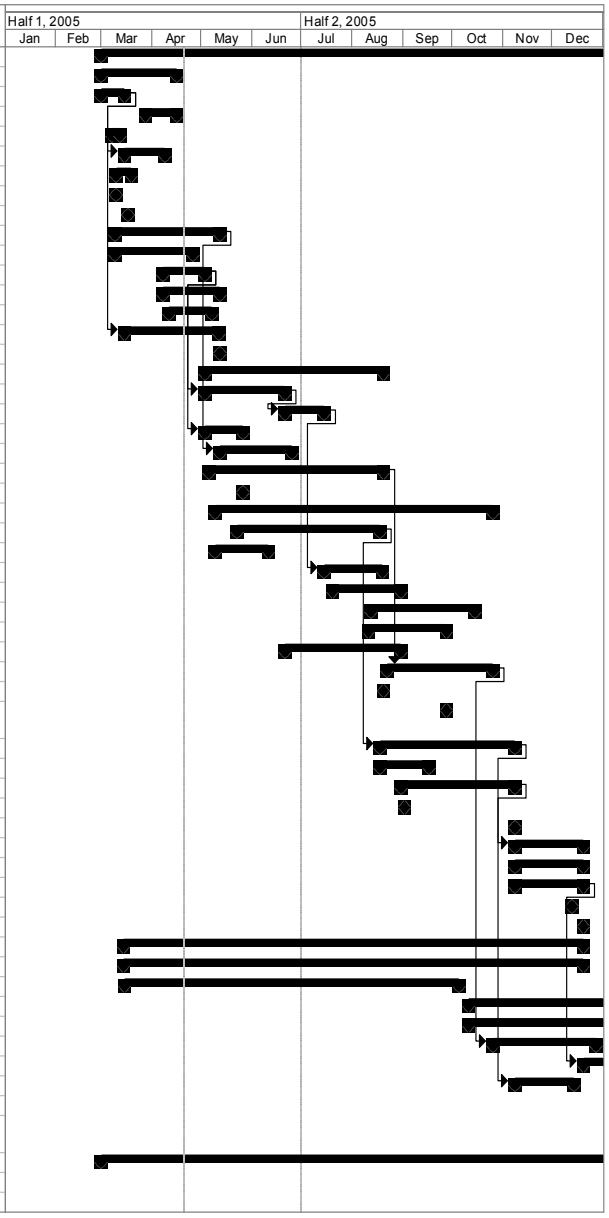
Project Wrap-up ensures that all project activities are completed and that SVRS is ready to be transferred to the State. Wrap-up activities include:

- Ensuring all system documentation is finalized and delivered
- All knowledge transfer activities are complete and the system is ready to be transitioned from the developer to the maintenance and support staff
- Project Acceptance with sign-off on key project deliverables

3. Appendices

3.1 Appendix A: State Level SVRS Project Plan

ID	Task Name	Duration	Start	Finish
1	New Jersey Statewide Voter Registration System (SVRS)	728 days	Tue 3/1/05	Mon 12/31/07
2	Phase 1 - Project Initiation Phase	34 days	Tue 3/1/05	Fri 4/15/05
3	P1a - Detailed Project Plan	10 days	Tue 3/1/05	Mon 3/14/05
9	P1b - Organizational Change Management Plan (OCMP)	15 days	Mon 3/28/05	Fri 4/15/05
15	P1c - Project Kickoff Meeting	5 days	Mon 3/7/05	Fri 3/11/05
22	P1d - Statement of Work (SOW)	19 days	Tue 3/15/05	Fri 4/8/05
36	P1e-State User Demonstration	7 days	Thu 3/10/05	Fri 3/18/05
40	Milestone 1 - Project Kickoff Meeting Completed	0 days	Wed 3/9/05	Wed 3/9/05
41	Milestone 2 - Application Demonstration Completed	0 days	Wed 3/16/05	Wed 3/16/05
42	Phase 2 - Business Needs Assessment / Gap Analysis	46 days	Wed 3/9/05	Wed 5/11/05
43	P2a - Gap Analysis	34 days	Wed 3/9/05	Mon 4/25/05
54	P2b - Functional Requirements Specification Document (FRSD)	18 days	Thu 4/7/05	Mon 5/2/05
62	P2c - Requirements Traceability Matrix (RTM) Baseline	25 days	Thu 4/7/05	Wed 5/11/05
69	P2d - Organizational Change Management Initialization	20 days	Mon 4/11/05	Fri 5/6/05
82	P2e - County Site Surveys	41 days	Tue 3/15/05	Tue 5/10/05
87	Milestone 3 - Requirement Documents Accepted	0 days	Wed 5/11/05	Wed 5/11/05
88	Phase 3 - Design and Implementation Planning	77 days	Tue 5/3/05	Fri 8/19/05
89	P3a - Technical Architecture Design Document (TADD)	34 days	Tue 5/3/05	Mon 6/20/05
99	P3b - Hardware and Software Deployment and Installation Plan	17 days	Tue 6/21/05	Thu 7/14/05
109	P3c - Data Modeling and Database Design	17 days	Tue 5/3/05	Wed 5/25/05
116	P3d - Training and Post Implementation Support Plan	31 days	Thu 5/12/05	Fri 6/24/05
127	P3e - Organization Change Management Pre-Implementation	74 days	Fri 5/6/05	Fri 8/19/05
141	Milestone 4 - Detail Design Completed	0 days	Wed 5/25/05	Wed 5/25/05
142	Phase 4 - Software Modification and Testing	119 days	Mon 5/9/05	Tue 10/25/05
143	P4a - Application Configuration/ Development	61 days	Mon 5/23/05	Wed 8/17/05
155	P4b - User Acceptance Test Plan (Application with Conversion Data)	24 days	Mon 5/9/05	Fri 6/10/05
165	P4c - Pilot Implementation and Support Plan	25 days	Fri 7/15/05	Thu 8/18/05
171	P4d - Training Materials and Documentation	30 days	Wed 7/20/05	Tue 8/30/05
177	P4e - Application Manuals and Supporting documentation	45 days	Fri 8/12/05	Fri 10/14/05
184	P4f - User Acceptance Testing	32 days	Thu 8/11/05	Mon 9/26/05
194	P4g- Establish Managed Server Sites	50 days	Tue 6/21/05	Tue 8/30/05
209	P4h - Organizational Change Management Implementation	46 days	Mon 8/22/05	Tue 10/25/05
216	Milestone 5 - User Acceptance of Full Function Application Begins	0 days	Fri 8/19/05	Fri 8/19/05
217	Milestone 6 - User Acceptance of Full Function Application Completed	0 days	Mon 9/26/05	Mon 9/26/05
218	Phase 5 - Pilot Implementation	57 days	Thu 8/18/05	Mon 11/7/05
219	P5a - Pilot Selection and Training	21 days	Thu 8/18/05	Fri 9/16/05
227	P5b - Pilot Installation and Support	48 days	Wed 8/31/05	Mon 11/7/05
235	Milestone 7 - Production Installation Certification	0 days	Thu 9/1/05	Thu 9/1/05
236	Milestone 8 - Pilot Site Implementation Completed	0 days	Mon 11/7/05	Mon 11/7/05
237	Phase 6 - Staged Rollout and Deployment - Remaining Sites	29 days	Tue 11/8/05	Mon 12/19/05
238	P6a - Training and Assessment Survey for Full Production	29 days	Tue 11/8/05	Mon 12/19/05
242	P6b - Full Deployment and Production Implementation Tracking	29 days	Tue 11/8/05	Mon 12/19/05
251	Milestone 9 - All Users Trained	0 days	Mon 12/12/05	Mon 12/12/05
252	Milestone 10 - Implementation Complete to all Sites	0 days	Mon 12/19/05	Mon 12/19/05
253	Phase 7 - Conversion and Interface	197 days	Mon 3/14/05	Mon 12/19/05
254	P7a - Data Conversion	197 days	Mon 3/14/05	Mon 12/19/05
289	P7b - Interface	143 days	Tue 3/15/05	Tue 10/4/05
301	Phase 8 - Project Close-out and Transition to Maintenance and Support	311 days	Mon 10/10/05	Fri 12/29/06
302	P8w - Warranty Support	311 days	Mon 10/10/05	Fri 12/29/06
304	P8a - Organizational Change Management Post-Implementation	43 days	Wed 10/26/05	Tue 12/27/05
308	P8b - Final System and Technical Documentation	25 days	Tue 12/20/05	Wed 1/25/06
316	P8c - Final User Manuals	25 days	Tue 11/8/05	Tue 12/13/05
322	P8d - Project Wrap-up	5 days	Thu 1/26/06	Wed 2/1/06
326	Milestone 11 - Project Close-out and Transition to Maintenance and Support Completed	0 days	Wed 2/1/06	Wed 2/1/06
327	Ongoing Project Management	235 days	Tue 3/1/05	Tue 1/31/06
407	Comprehensive Full Service Support	260 days	Fri 12/29/06	Mon 12/31/07
412	Milestone 12 - Maintenance and Support Complete	0 days	Mon 12/31/07	Mon 12/31/07



3.2 Appendix B: Description of Project Teams

Project Stakeholders Team varies contextually and all members haven't been well defined as of date.

Project Management Team: The Project Management Team will be engaged through project closeout in January, 2006. The PM team will be responsible for status reporting, issue management, risk mitigation, open communications, and monitoring of project progress.

Requirements Assessment Team will conduct Joint Application Development (JAD) identify and create functionality gap documents and develop the FRSD. Many of the members on this team will be engaged on the design team, whose efforts follow in Phase 3 of the project.

Design Team will assemble during the last several weeks of Phase 2, approximately at the end of April, to begin reviewing the initial requirements documentation. The technical assessments will likewise be reviewed for any impact or alterations needed to the preliminary system designs. The Technical Architecture Design Document, Hardware/Software Deployment and Installation Plans, and Data Modeling and Database Designs will be completed by June 20th.

Application Development and Testing Team begins their work in early May, with development of the UAT Test Plan. The development effort itself begins in late May and concludes with internal testing (unit, integration, system, and performance testing) in mid-August. The UAT begins at that point, concluding in late September. Upon successful completion of the UAT, the SVRS is ready for deployment to the initial (pilot) counties.

Technical Infrastructure Team must assemble in mid-to-late March to plan the technical surveys of the state and county offices, to be concluded at the end of April. The final technical designs being created in May will require input from this technical team. The final server hardware and software configurations must be completed and ordered by mid-May to meet the July installation dates at the primary and back-up hosted sites. Network and workstation installations at the UAT site (or possibly two sites) must be completed before mid-August.

Deployment of user workstations and peripherals must begin in early September to support the imminent Pilot deployments. Hardware rollouts must proceed in advance of the county conversions through the pilot period and final county rollout groupings, concluding in early December.

Training Team will assemble in mid-May to create the initial Training Plan, based on information provided by surveys by the Change Management team. As the application modifications are defined in mid-June the initial training materials will be created from existing templates. After final reviews these materials will be produced for the UAT training to occur in early August. The Training Plan and materials will be updated after UAT, based on results and user feedback from the UAT, for the Pilot training to occur in September. The complete training regimen to support the full deployment will begin in mid-November and conclude in early December.

Change Management Team will assemble in early April to create the communication plan, change integration plan, assess training needs, conduct "to-be" process impact analysis and identify / close-out transition issues. The CM team will be fully engaged during this entire project.

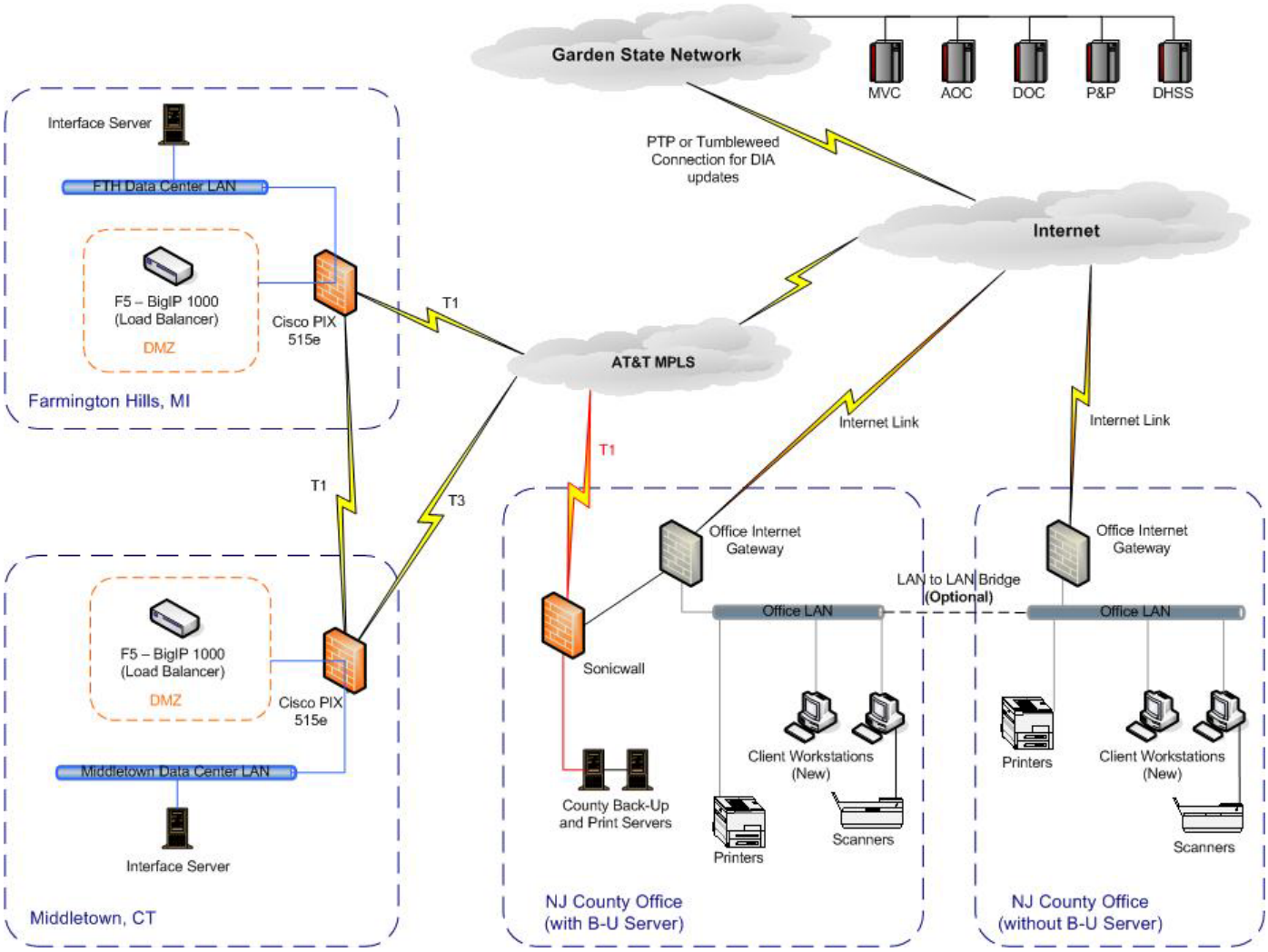
Data Conversion Team will become involved in data collection and survey activities in mid-March and remain engaged through final rollout. The multiple data collection and cleansing cycles for each county will require continual effort. During the second such cycle, beginning in late May, the automated conversion programs will be brought on-line and additional effort will be required to validate the operation of these routines, as well as to validate the conversions themselves. The Conversion team will remain fully engaged through the final data conversion cycles for all counties, concluding in mid-December.

Installation Team will begin surveying all county and state office sites through April. Plans for the conversion of network infrastructure and workstation deployments will be created and validated from

the survey results. Initial deployments will begin for the UAT sites in early-August and continue for the Pilot and, finally, all remaining county sites through November. Members of the Installation Team must also be on standby for any technical issues that may arise as the sites go live, as they are most familiar with each installation.

Application Support Team will become involved as the Pilot sites go live in mid-September. The Help Desk will be activated for those sites and the on-site support team will be inserted locally. They will be available for the duration of the SVRS lifecycle.

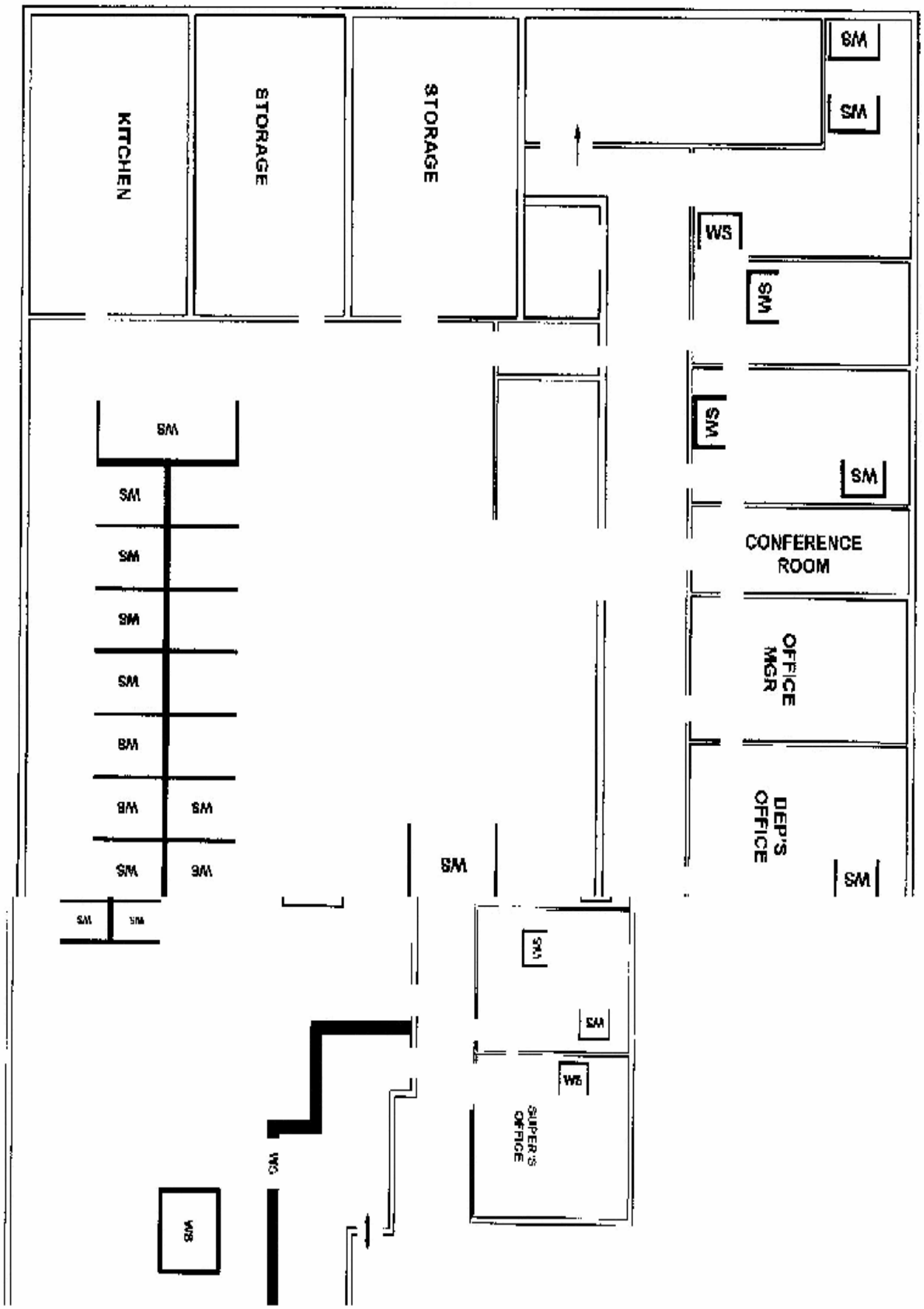
3.3 Appendix C: High-Level Hardware and Installation Diagram



3.4 Appendix D: New Jersey HAVA County Site-Survey

New Jersey HAVA County Site-Survey

3.5 Appendix E: Floor Plan Example (Hudson County)



3.6 Appendix F: Internal Testing

Developer Testing

The phrase "Developer Testing" is used to categorize the testing activities most appropriately performed by software developers. It also includes the artifacts created by those activities. Developer testing encompasses the work traditionally thought of under the following categories: Unit Testing, much of Integration Testing, and some aspects of what is most often referred to as System Testing. The style of Developer Testing recommended by the Covansys Team encourages the developer to focus on the most valuable and appropriate tests to conduct at a given point in time. Even within the scope of a single iteration, it is usually more efficient for developers to find and correct as many of the defects in their own code as possible, without the additional overhead of handing it off to a separate test group. The desired result is the early discovery of the most significant software errors – regardless of whether those errors are in the independent unit, the integration of the units or the working of the integrated units within a meaningful end-user scenario.

Unit Testing

Unit testing is a more traditional distinction that focuses on verifying the smallest testable elements of the software. Unit testing is typically applied to components in the implementation model to verify that control flows and data flows are covered and function as expected. These expectations are based on how the component participates in executing a use case, which you find from sequence diagrams for that use case. The Implementer performs unit test as the unit is developed. The details of unit test are described in the Implementation discipline.

System Testing

System testing denotes the aspects of the test effort that are most appropriate for a group independent of the software developers to undertake. The target is the typically the end-to-end functioning of the system. System testing typically has several phases that include:

- **Business Function Testing** – to ensure that the business needs have been met.
- **Integration Testing** – to ensure that the various modules of the system work seamlessly together.
- **Load/Stress Testing** – to ensure that the system can meet the performance requirements under expected usage.
- **System Security Testing** – to ensure that the software meets the stringent security requirements needed by the state

Integration Testing

Integration testing will be part of system testing and is performed by the Quality Assurance (QA) test team. It will validate the overall design and architecture of the software solution within the target environment, to include testing the movement of data through all interfaces, ensuring the platform is stable and ensuring the code is stable. The team will work with the OAG/DoE's project team to appropriately define the test plans and scripts based on State and HAVA requirements. Covansys will expressly designate a person from the QA team as a Liaison to the OAG/DoE's Office during the acceptance testing period.

A sample location will be selected and the QA team will run through a simulated election process in its entirety. Scenarios from multi module tests will be reused to ensure that all facets of the solution are working in harmony.

Integration test will be considered complete when all integration test scripts have been run successfully and the code, database, and environment are stable and all interfaces function correctly.

User Acceptance Test Plan (Application with Conversion Data)

Covansys will work with the State to determine the criteria to be used to define User Acceptance of the SVRS system. Once these criteria are defined, Covansys will use the user acceptance criteria and the System Test Plan as the foundation for the User Acceptance Test Plan, and will work closely with the OAG/DoE's project staff, and identified end users to create the plan. The User Acceptance Test Plan will verify that the SVRS application is delivering the documented requirements for the system. The plan will detail the procedures and processes that will be used to conduct the test and evaluate test results, and will detail the test requirements, scenarios, dependencies and expected test outcomes. This testing will use converted data from the legacy system to prove SVRS capability with "real" data.

Covansys will work with the OAG/DoE's office to create a comprehensive checklist for the acceptance test process that will be implemented using a repeatable mechanism that can be used to track test progress and evaluate the completion and success of the testing.
Covansys will submit the completed User Acceptance Test Plan for review and acceptance. The UAT Plan will contain the following:

- UAT Schedule for testing
- Identification of participants to be involved in the testing
- The training schedule for these identified users if necessary
- High-level Test definition and validation criteria;

3.7 Appendix G: Supporting Documentation

Supporting documents will include:

- Entity Relationship Diagram that describes Data Relationships
- Data Dictionary
- Module Descriptions
- Data Flow Diagram including all Modules
- Network Diagram
- Final Hardware Infrastructure Diagram
- Server and Client Hardware Requirements
- User Manuals, including description of User Maintenance items
- System Administrator Manuals
- Software Licenses and Maintenance Contracts

3.8 Appendix H: County Data Conversion Work Plan

The following is a Conversion Task Only View of the tasks and associated schedule of activities for the SVRS Conversion effort. While as of this writing the dates contained herein coincide with the master project plan, as the start and finish of a given task become more in focus, this potion of the Strategy will be modified to reflect planned vs. actual dates.

ID	Task_Name	Start_Date	Finish_Date
1	**Project Management**	Tue 3/1/05	Fri 12/30/05
2	Maintain Project Artifacts/Documents	Tue 3/1/05	Fri 12/30/05
3	**Conversion Infrastructure**	Wed 3/16/05	Fri 3/25/05
4	Site Data Collection Questions	Wed 3/16/05	Fri 3/25/05
5	**Data Conversion Preparation**	Tue 3/22/05	Fri 4/1/05
6	Complete SOW	Tue 3/22/05	Tue 3/22/05
7	Create Conversion Strategy Plan	Tue 3/22/05	Thu 3/24/05
8	Create Data Migration Plan	Fri 3/25/05	Wed 3/30/05
9	Data Conversion Planning Complete	Fri 4/1/05	Fri 4/1/05
10	**Initial Data Pull**	Wed 3/23/05	Fri 7/8/05
11	**Retrieve and Analyze Data**	Wed 3/23/05	Tue 4/26/05
12	Retrieve Data	Wed 3/23/05	Thu 3/31/05
13	Data Analyze	Mon 4/4/05	Tue 4/26/05
14	Data questions report	Mon 4/25/05	Tue 4/26/05
15	Standardization Report	Mon 4/25/05	Tue 4/26/05
16	**Data Cleansing**	Thu 5/12/05	Fri 7/8/05

17	**Group A**	Thu 5/12/05	Wed 6/1/05
18	Deliver Exception Reports	Thu 5/12/05	Thu 5/12/05
19	Changes made to Source	Thu 5/12/05	Thu 5/26/05
20	Populate test application	Mon 5/16/05	Tue 5/17/05
21	Internal Testing	Tue 5/17/05	Wed 5/25/05
22	Initial Data Pull Complete-Group A	Wed 6/1/05	Wed 6/1/05
23	**Group B**	Wed 5/25/05	Tue 6/14/05
24	Deliver Exception Reports	Wed 5/25/05	Wed 5/25/05
25	Changes made to Source	Wed 5/25/05	Wed 6/8/05
26	Populate test application	Fri 5/27/05	Mon 5/30/05
27	Internal Testing	Tue 5/31/05	Wed 6/8/05
28	Initial Data Pull Complete-Group B	Tue 6/14/05	Tue 6/14/05
29	**Group C**	Tue 6/7/05	Fri 6/24/05
30	Deliver Exception Reports	Tue 6/7/05	Tue 6/7/05
31	Changes made to Source	Tue 6/7/05	Tue 6/21/05
32	Populate test application	Thu 6/9/05	Fri 6/10/05
33	Internal Testing	Fri 6/10/05	Mon 6/20/05
34	Initial Data Pull Complete-Group C	Fri 6/24/05	Fri 6/24/05
35	**Group D**	Mon 6/20/05	Fri 7/8/05
36	Deliver Exception Reports	Mon 6/20/05	Mon 6/20/05
37	Changes made to Source	Mon 6/20/05	Mon 7/4/05
38	Populate test application	Wed 6/22/05	Thu 6/23/05
39	Internal Testing	Thu 6/23/05	Fri 7/1/05
40	Initial Data Pull Complete-Group D	Fri 7/8/05	Fri 7/8/05
41	**Interim Data Pull**	Wed 6/15/05	Thu 9/29/05
42	**Interim Data Pull-Pilot**	Wed 6/15/05	Tue 7/19/05
43	Retrieve Data	Wed 6/15/05	Tue 6/21/05
44	Transfer status report	Tue 6/21/05	Tue 6/21/05
45	Data questions report	Thu 6/23/05	Fri 6/24/05
46	Deliver Exception Reports	Tue 7/5/05	Tue 7/5/05
47	Changes made to Source	Tue 7/5/05	Tue 7/19/05
48	Populate test application	Wed 7/6/05	Thu 7/7/05
49	UAT	Thu 7/7/05	Tue 7/12/05
50	Interim Data Pull Complete-Pilot	Tue 7/12/05	Tue 7/12/05
51	**Interim Data Pull-Group A**	Fri 7/1/05	Mon 8/1/05
52	Retrieve Data	Fri 7/1/05	Tue 7/12/05
53	Transfer status report	Tue 7/12/05	Tue 7/12/05
54	Data questions report	Thu 7/14/05	Fri 7/15/05
55	Deliver Exception Reports	Mon 7/25/05	Mon 7/25/05
56	Changes made to Source	Mon 7/25/05	Mon 8/1/05
57	Populate test application	Tue 7/26/05	Wed 7/27/05
58	UAT	Wed 7/27/05	Mon 8/1/05

59	Interim Data Pull Complete-Group A	Mon 8/1/05	Mon 8/1/05
60	**Interim Data Pull-Group B**	Fri 7/22/05	Fri 8/19/05
61	Retrieve Data	Fri 7/22/05	Mon 8/1/05
62	Transfer status report	Mon 8/1/05	Mon 8/1/05
63	Deliver Exception Reports	Fri 8/12/05	Fri 8/12/05
64	Changes made to Source	Fri 8/12/05	Fri 8/19/05
65	Populate test application	Mon 8/15/05	Tue 8/16/05
66	UAT	Tue 8/16/05	Fri 8/19/05
67	Interim Data Pull Complete-Group B	Fri 8/19/05	Fri 8/19/05
68	**Interim Data Pull-Group C**	Fri 8/12/05	Fri 9/9/05
69	Retrieve Data	Fri 8/12/05	Fri 8/19/05
70	Transfer status report	Fri 8/19/05	Fri 8/19/05
71	Data questions report	Tue 8/23/05	Wed 8/24/05
72	Deliver Exception Reports	Thu 9/1/05	Thu 9/1/05
73	Changes made to Source	Fri 9/2/05	Fri 9/9/05
74	Populate test application	Fri 9/2/05	Mon 9/5/05
75	UAT	Tue 9/6/05	Fri 9/9/05
76	Interim Data Pull Complete-Group C	Fri 9/9/05	Fri 9/9/05
77	**Interim Data Pull-Group D**	Thu 9/1/05	Thu 9/29/05
78	Retrieve Data	Thu 9/1/05	Fri 9/9/05
79	Transfer status report	Fri 9/9/05	Fri 9/9/05
80	Data questions report	Tue 9/13/05	Wed 9/14/05
81	Deliver Exception Reports	Thu 9/22/05	Thu 9/22/05
82	Changes made to Source	Thu 9/22/05	Thu 9/29/05
83	Populate test application	Fri 9/23/05	Mon 9/26/05
84	UAT	Mon 9/26/05	Thu 9/29/05
85	Interim Data Pull Complete-Group D	Thu 9/29/05	Thu 9/29/05
86	**Final Data Pull**	Wed 10/19/05	Mon 12/19/05
87	**Final Pull "Go Live"-Pilot**	Wed 10/19/05	Tue 11/1/05
88	Retrieve Data	Wed 10/19/05	Tue 10/25/05
89	Transfer Status Report	Tue 10/25/05	Tue 10/25/05
90	Deliver Exception Reports	Thu 10/27/05	Thu 10/27/05
91	Populate Final Application	Thu 10/27/05	Fri 10/28/05
92	Conversion Complete- Pilot	Tue 11/1/05	Tue 11/1/05
93	Pilot Go Live	Tue 11/1/05	Tue 11/1/05
94	**Final Pull "Go Live"-Group A**	Thu 11/3/05	Fri 11/18/05
95	Retrieve Data	Thu 11/3/05	Fri 11/11/05
96	Transfer Status Report	Fri 11/11/05	Fri 11/11/05
97	Deliver Exception Reports	Tue 11/15/05	Tue 11/15/05
98	Populate Final Application	Tue 11/15/05	Wed 11/16/05
99	Conversion Complete- Group A	Fri 11/18/05	Fri 11/18/05
100	Group A Go Live	Fri 11/18/05	Fri 11/18/05

101	**Final Pull "Go Live"-Group B**	Wed 11/9/05	Mon 11/28/05
102	Retrieve Data	Wed 11/9/05	Thu 11/17/05
103	Transfer Status Report	Thu 11/17/05	Thu 11/17/05
104	Deliver Exception Reports	Mon 11/21/05	Mon 11/21/05
105	Populate Final Application	Mon 11/21/05	Tue 11/22/05
106	Conversion Complete-Group B	Mon 11/28/05	Mon 11/28/05
107	Group B Go Live	Mon 11/28/05	Mon 11/28/05
108	**Final Pull "GoLive"-Group C**	Thu 11/17/05	Mon 12/5/05
109	Retrieve Data	Thu 11/17/05	Mon 11/28/05
110	Transfer Status Report	Mon 11/28/05	Mon 11/28/05
111	Deliver Exception Reports	Wed 11/30/05	Wed 11/30/05
112	Populate Final Application	Wed 11/30/05	Thu 12/1/05
113	Conversion Complete-Group C	Mon 12/5/05	Mon 12/5/05
114	Group C Go Live	Mon 12/5/05	Mon 12/5/05
115	**Final Pull "GoLive"-Group D**	Tue 12/6/05	Mon 12/19/05
116	Retrieve Data	Tue 12/6/05	Tue 12/13/05
117	Transfer Status Report	Mon 12/12/05	Mon 12/12/05
118	Deliver Exception Reports	Tue 12/13/05	Tue 12/13/05
119	Populate Final Application	Wed 12/14/05	Thu 12/15/05
120	Conversion Complete-Group D	Mon 12/19/05	Mon 12/19/05
121	Group D Go Live	Mon 12/19/05	Mon 12/19/05
122	**Image Conversion**	Mon 9/12/05	Wed 10/5/05
123	Retrieve Images	Mon 9/12/05	Thu 9/15/05
124	Image Conversion Compete	Wed 10/5/05	Wed 10/5/05

3.9 Appendix I: Interface Tasks and Schedule

Task	Start	End
P7b - Interface	Tue 3/15/05	Tue 10/4/05
P7b1 - External Interface Design Document	Tue 3/15/05	Thu 5/19/05
P7b1-Conduct Integration JAD Sessions with Relevant Parties	Tue 3/15/05	Mon 3/28/05
P7b1-Prepare High-level Data Flow Diagrams for Interfaces	Tue 3/29/05	Mon 4/11/05
P7b1-Prepare External Interface Integration Design Document	Tue 4/12/05	Mon 4/25/05
P7b1-Develop Conceptual Definition of Module Interfaces and NW Infrastructure Design	Tue 4/26/05	Mon 5/9/05
P7b1-Distribute/Review/Revise with Key Stakeholders	Tue 5/10/05	Thu 5/12/05
P7b1-Review/Submit/Obtain Signoff of External Interface Design Document	Fri 5/13/05	Thu 5/19/05
P7b2 Interface testing results document	Fri 5/20/05	Tue 10/4/05
P7b2 - External Interface Development	Fri 5/20/05	Tue 10/4/05
P7b2-Conduct Internal Testing (Interface, Integration)	Tue 8/30/05	Tue 10/4/05
P7b2-Document Internal Testing	Wed 9/7/05	Tue 10/4/05